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TO : Chairman, CIA Career Service Board
FROM : Chairman, Working Group on Honor Awards
SUBJECT: Final Report

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1. PROBLEM. To create an Honor Awards Program for the Central Intelligence Agency according to Tab H of the Final Report of the Career Service Committee approved by the DCI on 13 June 1952.
2. ASSUMPTIONS. It is assumed that:
 - a. In furtherance of the U. S. intelligence effort some individuals perform acts of valor or exemplary achievement which cannot be recognized under present CIA procedures.
 - b. Acts of valor are distinct from acts of exemplary achievement and the awards, therefore, should be different.
 - c. Acts of valor worthy of recognition are not easily separable as to degree, while acts of exemplary achievement may be measured in terms of worth of the contribution.
 - d. In addition, formal recognition of long and faithful personal service to the CIA will contribute to individual and group morale to the ultimate benefit of the Agency.
3. FACTS.
 - a. Military and civilian agencies recognize, by personal decoration, acts of valor and exemplary achievement.
 - b. Military and civilian agencies and private businesses recognize and make awards for long service.
 - c. The effectiveness of such decorations or awards depends to a large degree upon the standards under which they are awarded, as well as upon the recognition and appreciation accorded them.
 - d. Any system of honor awards must be compatible with Agency security principles

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4. DISCUSSION.

- a. In TAB A are outlined the structure and responsibilities proposed for the CIA Honor Awards Board.
- b. In TABS B through F are described the recommended awards for valor, exemplary achievement and longevity and their application.
- c. Although a major portion of this program could be accomplished by internal action, it is believed desirable to secure an Executive Order for the reasons set forth in TAB B.

5. CONCLUSIONS.

- a. That an Honor Awards Program including separate awards for valor, exemplary achievement and longevity should be established under the supervision of the CIA Honor Awards Board.
- b. That the awards for valor and exemplary achievement should be established by an Executive Order of the President which delegates to the Director of Central Intelligence the responsibility for making the award. (See TAB E for draft of Executive Order)
- c. That such awards should be made under circumstances appropriate to the stature of the award and be made a matter of suitable notice.
- d. That the proposed Honor Awards Program is so designed as to fulfill the needs of the CIA and at the same time be consistent with CIA security practices.

6. RECOMMENDATIONS.

- a. That a CIA Honor Awards Program as described in TABS A through F be established; and,
- b. That the Deputy Director (Administration) be responsible for the implementation of the program.

cc: Assistant Director, Personnel
Assistant Deputy (Administration) for Security

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